



October 10, 2012

## **SISTER BAY SIGN PERMIT INSTRUCTIONS**

Most signage, regardless of size or location, is only allowed after a permit is issued by the Village. There are some exemptions allowed, so you should check if your proposed sign is exempt.

The attached Sign Permit form must be completed in its entirety in order to be approved. Make sure you measure the width of the front of your building before you submit your application. The area of the sign is now a function of the width of the building.

The Plan Commission has created a Color Guide, which will reflect various main colors and accent colors. They are included in a PANTONE color palette set is available for inspection at the Village Office, which is located at 2383 Maple Drive, from 8:00 A.M. to 4:00 P.M. Monday through Friday. Specific PANTONE color numbers need to be referenced on all Sign Permit Applications.

A sign permit application is attached. All signage is regulated, so if you don't see your proposed sign covered you need to check with the Village Administrator. The entire Zoning Code, including the Sign Code is available on the Village's web site – [www.sisterbaywi.gov](http://www.sisterbaywi.gov). To access the Sign Code please click on the "Intranet" tab.

It is NOT recommended that you order any signage prior to obtaining written approval of your request. Any sign order placed prior to approval is at your own risk.

Changes are made to the Sign Code periodically, so please check the web site prior to completing and submitting your application.

If you have any questions regarding this matter please contact the Village Administrator.

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